

VISITING RESEARCHERS PROGRAM 2023 CALL FOR PROPOSALS

GUIDELINES

(aussi disponibles en français)

OBJECTIVES

Managed by the [International Research and Experiential Learning](#) office (IREX), formerly the Office of International Research, OIR, the Visiting Researchers Program (VRP) provides funding for two-week visits by international researchers to the University of Ottawa with the following goals:

- To foster partnerships and develop joint research projects between the University of Ottawa and international researchers;
- To enrich the research experience of students by giving them the opportunity to meet and work with leading researchers; and
- To increase the visibility of the University of Ottawa within the international research community.

ELIGIBILITY

The 2023 call for proposals has been specially designed to:

- Support collaborations with countries that have among the highest levels of investment in higher education research and development (HERD);
- Support collaboration in three additional countries of importance for the Office of the Vice-President, Research and Innovation (OVPRI); and
- *NEW* Support University of Ottawa doctoral students with follow-up visits to international researchers' home institutions (optional component for VRP 2023).

To be eligible to apply the University of Ottawa applicant must:

- Hold a full-time tenure or tenure track position at the University of Ottawa, or hold a full-time position at one of the University of Ottawa's affiliated research institutes; and
- Invite a researcher from one of the following countries:

Major Investors in HERD

Belgium	Czech Republic	Denmark	Finland	Germany
Israel	Japan	Korea	Netherlands	Norway
Sweden		Switzerland		Taiwan

Countries of Importance

Argentina	India	South Africa
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Only one application per faculty member is allowed. Previous recipients of OIR/IREX funding programs should demonstrate how this collaboration is different from the research initiatives undertaken through past awards.

FUNDING

IREX expects to support between 20 and 25 visits through the VRP 2023. For this round, all visits are standardised at a mandatory length of two-weeks (10 business days). Budget requests may not exceed \$5,000. The award covers the cost of return economy airfare, ground transportation, accommodation, and living allowance for the period the researcher is in Ottawa.

NEW Applicants may choose the optional component of sending a doctoral student from their team to the visiting researcher's institution for a follow-up visit of two weeks (10 business days). The doctoral visits are also standardised at a maximum request of up to \$5,000 for a stay of two-weeks. If additional funds are available to support the doctoral student staying beyond two weeks this must be noted in the application form.

IMPORTANT: The visiting researcher's salary is paid by their home institution. Under no circumstances can the visiting researcher receive an honorarium. The award cannot be used to buy software or any other type of equipment. The award cannot be used to host events, nor can it be used for travel to conferences outside of Ottawa. Fees required for the visiting researcher to enter Canada are not eligible expenses (e.g. work permits, visas). For University of Ottawa doctoral students the same rules apply.

The rules for travel expenses as defined in the University of Ottawa's [Policy 21](#) apply.

VISIT COMPOSITION AND REQUIREMENTS

Visits must take place before March 31, 2024, preferably during the fall or winter academic terms to maximise the impact on graduate student training and the availability of University of Ottawa researchers. The stay cannot be split into two visits.

In addition to conducting research, visiting researchers are required to offer at least one seminar and/or public lecture, to be organized by the applicant. The support of the OVPRI and IREX should be acknowledged, whenever funds are used to organize public events or to publish relevant research results.

Visiting researchers are expected to play an important intellectual role in the research community in order to strengthen teaching activities and/or to develop new areas of enquiry. Applicants and visiting researchers are strongly encouraged to use the opportunity to work on joint publications and develop grant applications to move the partnership forward.

The applicant must provide the visiting researcher with an office equipped with a computer and internet connection, access to the main library, as well as office supplies. The applicant is also responsible for issuing an invitation letter and for directing the visiting researcher to [Immigration Refugees and Citizenship Canada](#) for information on visa and other requirements.

***NEW OPTIONAL COMPONENT* Doctoral Student Follow-up Visit**

For the VRP 2023 call for proposals, IREX is offering applicants the option of adding a doctoral student follow-up visit as part of the project. The student must be registered full-time in a doctorate program at the University of Ottawa and must be working under the supervision of the applying professor. IREX expects to support up to eight doctoral student follow-up visits.

The doctoral student's follow-up visit must be completed by December 31, 2024. Funding for the follow-up visit is similar to the VRP award, and covers return economy airfare, ground transportation, accommodation, and living allowance for the period the doctoral student is abroad. If additional funds will be used to support the doctoral student staying beyond the two weeks covered by IREX funding this must be noted in the application form.

The follow-up visit can be used to build on discussions and ideas that were developed during the Visiting Researcher's visit to Ottawa and can also be used to begin working on new projects. While abroad, it is expected that the doctoral student will be given opportunities to meet and work alongside members of the visiting researchers' team.

Those interested in the doctoral student follow-up visit should complete the second part of the application form.

IMPORTANT: For the selection process, IREX will create two batches - applications that include the doctoral student follow-up visit and standard VRP applications. Each batch will be reviewed independently.

An application that includes a follow-up visit will not be funded for only the incoming visit of the visiting researcher, nor will a follow-up visit be funded on its own.

If for unforeseen reasons the follow-up visit cannot go ahead as planned, this portion of the funding in its entirety must be returned to OVPRI.

AWARD MANAGEMENT AND REPORTING

The applicant is responsible for managing the VRP award. No additional funds will be provided if actual costs related to the visit are higher than estimated. Any unused funds must be returned to the OVPRI within one month of the end of the visit.

In addition, within one month of the end of the visit, the applicant, in collaboration with the visiting researcher, is required to submit financial and narrative reports to IREX, describing the activities and outcomes of the visit and its impact on teaching and research activities. Doctoral students who carry out follow up visits must also provide their own reports within one month of the end of the visit.

APPLICATION PROCEDURES

The application must be submitted by the University of Ottawa faculty member who is inviting the visiting researcher.

A complete application package includes the following documents:

- The VRP application form and supporting documents, containing
 - a detailed description of the visiting researcher's interests, involvement in research projects and/or networks, and fit with the applicant's strengths and priorities,
 - a detailed description and timeline of the planned activities, and
 - a budget, together with adequate explanatory notes and justifications.
- A letter of support from the applicant's Faculty Dean or Vice-Dean, Research, outlining the rationale for inviting the visiting researcher and the impact on the unit's research activities and on student training.
- Short CV of the applicant and the visiting researcher, and of the doctoral student if applicable.
- Completed and signed RE form filled out via [eAwards](#).

The form and attachments (including the signed RE form) **must** be merged into a single PDF file, named with the program's name, and the applicant and visitor's last names (e.g. VRP_2023_NAMEapplicant_NAMEvisitor). The application package must be submitted by email to Melissa.Chiasson@uottawa.ca

IMPORTANT DATES

Launch of VRP 2023	November 14, 2022
Application deadline:	January 13, 2023 before 5pm EST
Announcement of results:	Mid-February, 2023
Earliest start date of visiting researcher's stay:	May 1, 2023
Latest end date of visiting researcher's stay:	March 31, 2024
Final reports on visiting researcher's stay:	Within one month of the end of the visit
Latest end date of doctoral student's stay:	December 31, 2024
Final reports from doctoral student:	Within one month of the end of the visit

SELECTION PROCESS

A review committee chaired by the Associate Vice-President, Research, Promotion and Development will evaluate the applications and rank them according to merit. Additional evaluation criteria for applications that include the doctoral student follow-up visit are noted under each criterion (following the arrow).

Evaluation criteria	Score
Excellence of the visiting researcher's record e.g. publications, citations, monographs, impact of research, international recognition → Examples of the visiting researcher's ability to mentor and support graduate students	25
Impact on the development of new collaborations, joint publications and the potential to secure external funding → Impact of doctoral student's follow-up visit on the overall research partnership and success of the project	25
Complementarity of the visiting researcher's interests with those of the applicant, with an emphasis on using multidisciplinary approaches to address research questions	20
Impact on student training and other research outcomes → Expected benefits to the doctoral student in terms of experiential learning	20
Budget justification and level of support provided by other sources	5
Fit with Strategic Areas of Development in Research and Faculty/Department priorities	5

CONTACT INFORMATION

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